



SIERRA COUNTY BUILDING DEPARTMENT

BUILDING PERMIT SUBMITTAL REQUIREMENTS

NEW RESIDENTIAL STRUCTURES AND ADDITIONS

THIS CHECKLIST IS PROVIDED TO ASSIST BOTH YOU AND STAFF TO HELP IN THE REVIEW AND PROCESSING OF YOUR PERMIT. **PLEASE READ CAREFULLY!** *Construction Plans and supporting documentation shall be of sufficient detail and clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the California Building Standards Codes and relevant laws, ordinances, rules and regulations, as determined by the Building Official (CRC R106.1.1, CBC 107.2.1).*

Ref.: 2013 California Building Standards Code & Sierra County Code – Part 12

The recommended plan sheet size is 24"x 36". Plans must be legible and drawn to scale. Plans should be prepared with lettering of sufficient size and contrast to be readable when scanned at 200 dpi. Photocopies, prints, or electronic copies may be submitted if they are clearly marked "Preliminary" or "For Plan Check Only" but only hard (paper) copies of final construction plans bearing the architect or engineer's "wet stamp" (and bearing the County's Final Approval stamp/s) shall be acceptable for permitting and construction purposes. Original tracings (pencil) and modifications or amendments to other's plans are not acceptable for plan submittals. Amendments and resubmittals (if necessary) shall be made only with complete sets (no substituting individual sheets), unless approved in advance by the Building Official. **The following items are required for a complete application submittal. Incomplete submittals may delay the plan check process.**

- ✓ **COMPLETED AND SIGNED APPLICATION FORM** Clearly describe complete Scope of Work, Valuation, and specify Permit Holder
- ✓ **ENCROACHMENT PERMIT APPLICATION** If encroaching onto County Right-of-Way. Alternatively, approved CalTrans Encroachment Permit, USFS Special Use Permit, or copy of Private Easement Deed demonstrating legal access to/from a public right-of-way.
- ✓ **SEPTIC SYSTEM APPLICATION** On form provided by County Environmental Health Department. Both new and existing systems require review and approval by EHD.
- ✓ **WELL APPLICATION** (If applicable) On form provided by County Environmental Health Dept.
- ✓ **WATER DISTRICT WILL-SERVE** (If applicable) Signed Water System Setback Certification form, and Will-Serve Letter from servicing Water District or State Small Water System Provider.
- ✓ **APPROVAL LETTERS** (If applicable) Signed/approved letters or stamps on the face of the plans from other agencies whose approval or entitlements are required based on location, design or other features of the proposed project. Examples: Homeowners Associations, Dept. of Fish & Wildlife Streambed Alteration Agreement, NPDES Stormwater Pollution Prevention Plan WDID# letter, Planning Dept. Variance/SUP approval, Cal Fire PRC 4290 "same practical effect" approvals, etc.
- ✓ **TWO COMPLETE AND IDENTICAL SETS OF CONSTRUCTION PLANS** each wet-stamped by CA-licensed engineer or architect, that include the following:
 - ❑ **COVER SHEET** (CBC 1603.1, CRC R106.1.1 & R301) clearly describing the scope of proposed work; project location (address & APN); owner and plan preparer contact information; date and revision #. The cover sheet shall also indicate the following structural design information: Floor and Roof live loads; flat roof (not ground) snow load; basic wind speed and wind exposure; seismic design category and site class; flood design data if applicable; total square footage and summary of the square footage for each occupancy type; list the applicable codes in effect at the time of your application (including both State regulations and Sierra County Code ordinances).
 - ❑ **SITE/PLOT PLAN** Including Grade contour lines, house footprint that matches floor plan, propane tank & septic system locations, driveway location and north arrow. See "Plot Plan Drawing" form for additional information. Provide a clear scope of work for Additions and Alterations. Specify dimensions and square footage for all areas of building and exterior features (Living, Garage, Deck, Balcony, Covered Deck/Patio, Basement, Unfinished, Storage, etc.).
 - ❑ **GRADING & DRAINAGE PLANS** (SCC 12.08) Site grading and driveway plans, if exempt from a separate grading permit under SCC 12.08.070. Details may be included on site plan for minor projects. Include: total disturbed area (sq. ft.); quantity of cuts & fills (cu. yds.); slope angles (% or H:V); drainage plan; temp. and permanent erosion control devices; proposed stormwater discharge plan. Unless shown on site plans, also show all required CalFire "4290" fire safe improvements, utility lines, and development features (septic, well, LPG tank, etc.) that may be affected by the proposed grading. Reference and provide any required geotechnical/soils engineering reports, culvert & retaining wall calcs., etc.
 - ❑ **ELEVATIONS** of all four sides of the structure showing doors, windows, chimneys, roof pitch, type of exterior, grade and slope, roofing type and classification.

- ❑ **FLOOR PLAN** Fully dimensioned with square footage summary, location of braced/shear walls with lengths, hold-downs & shear wall schedules, all rooms labeled, fire separation between garage & house, fireplace type, ceiling height, window type and size, door sizes, location of W/H & Furnace, posts and beam sizes & locations, insulation R-Values specified. Provide extra copy of floor plan (no larger than 11" x 17" or PDF) for Assessor's Office.
- ❑ **FOUNDATION PLAN** Fully dimensioned, including location of braced/shear walls with lengths, hold-downs with shear wall and hold-down schedules. 3x sill plates, if required. Under floor ventilation & access. Pier locations & schedules. Footing locations & sizes. Reinforcement.
- ❑ **FLOODPROOFING** (If applicable) Phase I Elevation Certificate showing Base Flood Elevation, wet signed. Phase I Floodproofing Professional Certification, wet signed. "Lowest floor" design elevations, anchoring, venting, flood-proof materials.
- ❑ **FLOOR FRAMING PLAN** (Not applicable for slab construction) Including floor joist size, spacing, type, species and grade, beam & post sizes, post bases & caps, and beam hangers. Straps and drags.
- ❑ **STRUCTURAL DETAILS** Slab and/or raised floor details, shear transfer, deck ledger & flashing, guardrails with height & spacing, stairs with minimum tread & maximum riser, post and beam connections.
- ❑ **STRUCTURAL ENGINEERING CALCULATIONS** Two Copies Wet Stamped and Signed. All details described in the structural calculations must be shown on the plans.
- ❑ **CEILING JOIST PLAN** (If applicable) with size, species and spacing required. Hangers and/or positive means of connection.
- ❑ **ROOF FRAMING PLAN** (Two Copies of the Manufactures Specifications if a roof truss system is to be used. Must be reviewed, approved and signed by the Project Engineer if applicable). Truss attachment & hangers if applicable. Include rafter size, spacing, species & grade, Purlin size with bracing size & spacing, beam size, species & grade. Framing hardware. Post sizes & locations. Ventilation. Straps and drags. Clearly identify all bearing walls.
- ❑ **TRUSS CALCULATIONS** Two copies wet signed, letter of compliance from Engineer of Record
- ❑ **FIRE SPRINKLERS** (CRC 313.2.1 or NFPA 13D) Required in new homes. Provide fire sprinkler plans and hydro calculations. Sierra County does not allow a deferral of sprinkler plans prior to permit issuance. If done by others, provide letter of compliance and conformance with plans from Engineer of Record.
- ❑ **ELECTRICAL PLAN** Smoke Detectors, Carbon Monoxide Detectors, lights and efficiency, switches, dimmer switches, occupancy sensors, photo sensor, timer switches, receptacle outlets, tamper-resistant receptacles, arch-fault circuits, GFCI receptacle outlets at garage, kitchen, bathrooms, outdoors, etc. If done by others, provide letter of compliance and conformance with plans from Engineer of Record.
- ❑ **ENERGY COMPLIANCE** Calculations (provide two copies signed) and Documentation (CF-1R and MF-1R forms) shall be on the plans or incorporated into the plans. If done by others, provide letter of compliance and conformance with plans from Engineer of Record.
- ❑ **CAL GREEN** mandatory measures shall be on the plans; Storm water drainage and retention during construction, Grading and paving, Water conserving plumbing fixtures and fittings, outdoor water use, Rodent proofing, construction waste reduction, disposal and recycling, Building maintenance and operation, fireplaces, pollutant control, interior moisture control, indoor air quality and exhaust; and Environmental comfort.
- ❑ **WILDLAND URBAN INTERFACE** (CBC Chapter 7A & CRC R327) Applies for all new buildings including one and two family dwellings. All materials must be listed approved by OSFM BML label and noted on the cover sheet of the plans for the following: roof coverings, attic vents, gutters, exterior siding, exterior wall vents, exterior doors, windows, decking surfaces, and floor projections.

SIERRA COUNTY CLIMATIC AND GEOGRAPHICAL DESIGN CRITERIA (CRC Table R301.2(1), SC Ord. 1037)0

NOTE: Sierra County is a declared snow area. Snow loads vary throughout the county, but the min. "flat roof" snow load in the county is 50 psf. Therefore, conventional (non-engineered) light-frame construction is not permitted in Sierra County (CBC 2308.02.(3.3), SCC 12.04.100). Engineering is required for all non-exempt structures.

SNOW LOAD (Flat Roof)	WIND DESIGN		SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP	ICE BARRIER UNDERLAYMENT REQUIRED	FLOOD HAZARDS	AIR FREEZING INDEX	MEAN ANNUAL TEMP
	Speed (mph)	Topographic Effects		Weathering	Frost line depth	Termite					
based on Zone & Elev. (Ref. SCC 12.04.100)	85	NO	C – D ₁ (Ref. Table R301.2[2])	SEVERE (Ref. Table R301.2[3])	18"	NA	NA	YES (Ref. SCC 12.04.100)	NFIP: 11/12/1993 Rev.: 2/2/2012	2000	46.4°F (SV)

For Snow Load: Use "flat roof" **NOT** "ground snow load." Ref. ASCE equation 7-1: $P_f = 0.7 C_e C_t I P_g$, where exposure factor $C_e = 0.9$, thermal factor $C_t = 1.1$, and importance factor $I = 1.0$ per ASCE Standard 7-05. (See "Snow Load Requirements" form online: <http://www.sierracounty.ca.gov/DocumentCenter/View/647> and/or consult Planning Dept. for chart/location help: planning@sierracounty.ws or (530) 289-3251).

Allowable soil bearing factor to be used in design without the preparation of a special soils report is: 2000 psf (Ord. 1037, 2/2/2012).